

- h. Attend district conferences and division meetings.
- i. Perform such other duties and responsibilities as usually pertain to such office.

Section 5. In the absence of the President, **[check one of the following:]** **the President-elect;** or **the Vice-President** shall preside at all meetings of this club and of the Board of Directors.

Section 6. The President-elect has the following duties and responsibilities:

- a. Be the only nominee for the office of President.
- b. Prepare for service as President for the following year.
- c. While serving as President-designate, attend the International and district conventions, district conferences, and training conference for club presidents-designate.
- d. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board of Directors.

Section 7. The Immediate Past President shall perform such duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board of Directors, including attending the division meeting for the selection of the Lieutenant Governor and Lieutenant Governor-elect.

Section 8. The Vice-President(s) shall perform such duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board of Directors.

Section 9. The Treasurer has the following duties and responsibilities:

- a. Receive all funds paid to this club and promptly deposit them in the official depositories.
- b. Disburse funds on order of the Board of Directors.
- c. Maintain the club financial accounts and records.
- d. At all times, make available for inspection by the President, the Board of Directors, or any authorized auditors, the financial accounts and records of the club.
- e. Make a financial report to the Board of Directors monthly, at the annual meeting of the club, and at such other times as the President or Board of Directors may require.

- f. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board of Directors.

Option: **Check if selected**
The following provision may be added:
g. Give bond in such form and amount as may be required by the Board of Directors.

Section 10. The Secretary has the following duties and responsibilities:

- a. When Secretary-designate, attend the training conference for club secretaries-designate.
- b. Keep the club books and records, including membership and attendance.
- c. At all times, make available for inspection by the President, the Board of Directors, or any authorized auditors, the club books and records.
- d. Keep minutes of the meetings of the club, Board, and committees.
- e. Present all bills to the Board for approval.
- f. Submit to the proper officers, committees, or members all communications received from Kiwanis International or the district.
- g. Promptly reply to correspondence and submit all official reports required by Kiwanis International or the district.
- h. Submit reports to the club at such times as the President or Board may require.
- i. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board of Directors.

Option: **Check if selected**
The following provision may be added:
j. Give bond in such form and amount as may be required by the Board of Directors.

Section 11. Other officers (if any) shall perform such duties as usually pertain to such offices or as may be assigned by the President or Board of Directors.

ARTICLE VII. BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the officers and 7 * **[indicate number]** elected directors.

***Note**—The Kiwanis International Bylaws require not less than five (5) elected directors.F

Section 2. Each director shall be an active, senior, or privileged member in good standing.

Section 3. The directors shall enter upon their official duties on the first day of October of each year and shall serve for a term of two (2) years or until their successors shall be duly elected and qualified. To ensure continuity on the Board of Directors, one- and two-year terms are required in the initial election.

Alternate 1: **Check if selected**

Section 3. The Directors shall enter upon their official duties on the first day of October of each year and shall serve for a term of one (1) year or until their successors shall be duly elected and qualified.

Alternate 2: **Check if selected**

Section 3. The directors shall enter upon their official duties on the first day of October of each year and shall serve for a term of three (3) years or until their successors shall be duly elected and qualified. To ensure continuity on the Board of Directors, one-, two-, and three-year terms are required in the initial election.

Section 4. The Board of Directors shall determine the policies and activities of the club, elect and discipline members, approve the budget approve all bills, take counsel with committees, and have general management of the club.

Section 5. The Board of Directors shall meet regularly at least once each month and hold additional meetings at the call of the President or a majority of the Board. At the discretion of the Board, the committee chairmen shall meet in joint session with the Board.

Section 6. A majority of the Board of Directors shall constitute a quorum for the transaction of all business, except in cases where a larger vote of the entire Board is required under these bylaws.

ARTICLE VIII. CONTINUING OR LONG-TERM PROJECTS

Section 1. A club may adopt or discontinue a project that may last more than one (1) year, by the approval of a two-thirds (2/3) vote of the active, privileged, and senior members present at any regular meeting, provided written notice of the proposed adoption or discontinuance shall have been

given to the members at least two (2) weeks prior to the meeting. One-third (1/3) of the active, senior, and privileged members shall constitute a quorum. There shall be no voting by proxy or absentee ballot.

ARTICLE IX. RECONSIDERATION OF BOARD ACTION

Section 1. Whenever a petition signed by a majority of the entire club membership alleges that a decision of the club Board of Directors should be reconsidered by the membership of the club, the club secretary shall give at least fourteen (14) clear days written notice to the entire membership of a special meeting to reconsider the decision of the club Board of Directors in

question. Such a meeting shall be held within thirty (30) days of the date of the petition. Service of such notice shall be deemed effective five (5) days after such notice is mailed. At this meeting, the decision of the club Board of Directors may be reversed by a two-thirds (2/3) vote of those members present.